

Applications and resumes are not accepted or kept on file unless a position is available. You are invited to complete this Employment Inquiry Form and return it to our office. As long as a current Employment Inquiry Form is on file each calendar year, you will be notified if a position vacancy becomes available in the area you indicate on the form.

Please list a specific area of employment in which you are interested, such as police, laborer, mechanic, engineering, administrative support or accounting.

Employment Inquiry Forms are discarded December 31 every year.

EMPLOYMENT INQUIRY FORM

This is not an employment application form.

City of Menasha

Personnel Department

140 Main Street

Menasha, WI 54952

Fax Number: 920-967-5273

This Employment Inquiry Form will be kept on file on a calendar year basis. All Employment Inquiry Forms will be discarded annually.

Please complete the following information:

NAME: _____

ADDRESS: _____

TYPE OF POSITION/
AREA OF INTEREST:

(check appropriate category)

_____ Admin Assistant/Clerical

_____ Finance

_____ Library/Librarian

_____ Mechanic

_____ Street/Sanitation/Park Laborer

_____ Other _____

_____ Police Officer

_____ Health/Nurse

_____ Engineering

_____ Custodian

TYPE OF EMPLOYMENT

AVAILABLE FOR:

_____ Full-time

_____ Part-time

_____ Seasonal

Date

Signature

Ad/application sent: _____
